



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
SUPPLEMENT**

CHAPTER 30 – PROPERTY MANAGEMENT

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Approved:

/s./ Ken Schmid

**Ken Schmid
Chair**

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New Document	NR-2015-4	2 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2014-4 (NWCG HB2_30) (4/1/2014)	2 Pages

Digest:

No changes.

Property Receipting Procedures

For all property and supplies ordered and received from the cache, please refer to the Northern Rockies Cache Management Plan (Northern Rockies Cache, Coeur d'Alene Cache, and Billings Cache) at the following website:
<http://www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222>.

Identification

Accountable Property - Items with a purchase price of \$5,000 (USDA, USDI, MT-DNRC), or \$2,000 (State of Idaho) or more, or items which the incident agency considers sensitive, such as cameras, computers, chainsaws and radios, are accountable and are marked with an agency identification number.

Property Accountability Controls

Damage/Loss - When property theft occurs, the law enforcement agency with jurisdiction shall be notified. The incident agency is to be provided with the appropriate documentation:

Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112, (USDA and IDL)

Report of Lost or Stolen Property, DS-92 (MT DNRC)

Report of Survey, DI-103 (USDI)

- Government Property

If a nonstandard cache item was damaged on the incident due to a specific event, e.g. wind destroys a tent or tree bends a saw bar, the incident may issue an "S" Resource Order number on an Incident Replacement Requisition, OF-315 authorizing the replacement item to be obtained by the home unit and charged back to the incident. Nonstandard cache items will be replaced at the value of the standard cache item.

Replacement of durable items which become worn out on a particular incident and have a useful life expectancy greater than one incident will remain the responsibility of the home unit which originally purchased the item. Incident personnel are not authorized to approve replacement of these items with suppression dollars, or to issue "S" numbers for the home unit to charge replacement items back to the incident.

Units shall designate an official responsible for approving the purchase of replacement items consumed, destroyed or damaged on Type 3, 4, and 5 incidents. This official will coordinate with logistics and finance as necessary.